

The background features a large, faint, circular seal of the Indiana Department of Correction. The seal contains the text "INDIANA" at the top, "DEPARTMENT OF CORRECTION" at the bottom, and "EFFICIENCY" and "EFFECTIVENESS" on the sides. In the center of the seal is a shield with a scale of justice and a torch.

SAFETY AND SECURITY

**VOLUNTEER TRAINING
INDIANA DEPARTMENT OF CORRECTION**

TOPICS

1. Safety & Security
2. Volunteer Identification
3. Search Procedures
4. Trafficking
5. Contraband & Prohibited Property
6. Use of Physical Force
7. Liability
8. Emergency Services
9. Emergency Situations

SAFETY & SECURITY



Security procedures are necessary in order to provide a safe working environment for staff and a safe living environment for the population. A vital part of safety and security is the collaboration of staff and volunteers to provide programming opportunities. Please review and follow the information in this module to create a safe and secure working environment.

SAFETY & SECURITY



- Every staff member has security as their first responsibility. Constant awareness and vigilance are necessary to identify and eliminate any threat to the safety and security of the facility and the community.
- As a volunteer, you must know and follow all of the security and supervision procedures of the facility. Failure to do so will jeopardize your safety and the security of the facility.
- Some general information about safety and security follows. The facility where you volunteer will give you specific information about their procedures.

SAFETY & SECURITY



1. All vehicles entering the facility grounds must be secured when unoccupied by closing all the windows and locking all the doors.
2. As a volunteer, you are **NOT** permitted to bring in your cell phone, smart watch, flash drive, or any electronic devices.
3. A standard watch is acceptable and encouraged.
4. It is advised that the only items brought into the facility include your photo ID, car keys, and items approved by staff for your group activities. It is advised that wallets, purses, and other valuables are secured in your vehicle, out of sight. Some facilities will have you secure your car keys in a locker.

SAFETY & SECURITY



5. No tobacco products, including cigarettes, chewing tobacco, snuff, lighters or pseudo products are allowed on any staff, volunteer, or visitor at any IDOC facility. All tobacco products must be secured in your vehicle.
6. Whenever you enter a correctional facility, you enter at your own risk. It is vital that you remember this at all times because some degree of danger exists.
7. All staff, not just custody, have security as their first responsibility. Constant watchfulness and searches are necessary to identify and eliminate weapons, drugs, items that would aid an escape, and other contraband.

SIGN-IN SHEET

- When you enter a correctional facility as a volunteer, your first measure of safety is to sign-in in the volunteer binder.
- Staff must know at all times exactly who is inside the facility, especially in the case of an emergency.
- Do not forget to always sign-out for the same reason.



VOLUNTEER IDENTIFICATION

- Your volunteer ID is another important safety measure to identify you as a volunteer.
- Your ID must be worn on the outside of your clothing at all times. This helps staff identify you from a distance.



VOLUNTEER IDENTIFICATION



By accepting an Indiana Department of Correction Volunteer ID, you understand and agree to the following statements. Failure to abide by these rules may result in immediate dismissal and/or termination of your services to the issued-facility and/or all IDOC facilities.

1. My volunteer ID is the property of the issued-facility.
2. It is my responsibility to have it on my person when I enter the facility and it must be worn at all times.
3. If it is lost or stolen, I will notify staff immediately, due to the security risk this creates.

VOLUNTEER IDENTIFICATION



4. The ID can only be used at the issued-facility unless given specific approval for its use at another IDOC facility.
5. If it becomes damaged or cracked, I will immediately notify staff.
6. When I discontinue my volunteer services, I must return the ID to the facility.
7. The volunteer ID only confirms that I am a volunteer at the issued-facility and that I am only allowed to enter the facility during day(s)/time(s) authorized and agreed upon by staff.

VOLUNTEER IDENTIFICATION



8. I understand that no one else can use my volunteer ID.
9. I will not use the ID for any other purpose other than to enter/exit an IDOC facility.
10. Even with a ID, all the volunteer requirements must be met to enter the facility and continue my services.

SEARCH PROCEDURES



Any person and or vehicle is subject to search upon entering the grounds of a correctional facility. Volunteers will pass through a metal scanner. The scanners are similar to those encountered at airports. Volunteers will also be asked to submit to a pat search. You may also be asked to submit to a search by a Department K-9 member. All volunteers are required to participate in these searches to enter the correctional facility.

DEFINITION OF TRAFFICKING



Trafficking is knowingly or intentionally delivering to, or carrying any article **into the facility** with the intent to deliver to an offender, or knowingly or intentionally carrying, or receiving any article from an offender with the intent to carry **out of the facility**, without the prior authorization of the Warden.

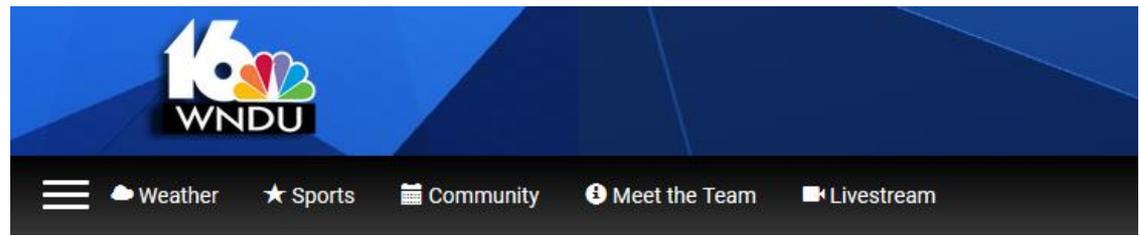
TRAFFICKING



Two arrested on trafficking charges at prison



Correctional officer charged with trafficking controlled substance



[Home](#) / [Crime](#) / [Article](#)

Man arrested for trafficking at Indiana State Prison

TRAFFICKING



Trafficking with those that are incarcerated is strictly prohibited.

- Violates State Law (IC 35-44.1-3-5)
- Class A misdemeanor
- Level 5 felony if the article is a:
 - Controlled substance
 - Deadly weapon
 - Cellular telephone or other wireless or cellular communications device

TRAFFICKING



As a volunteer, it is crucial to remember:

- Do not bring anything into or out of the facility that has not been authorized by the Warden or by a gate release.
- Do not buy/sell, exchange, or give/receive any messages, money or anything that is considered prohibited property or contraband (any article, legal or illegal brought into or taken out of the facility without proper authority) to or from anyone under the supervision of the DOC or their acquaintance or family member.
- If you are found to be doing any of the above, you may be subjected to criminal prosecution.

TRAFFICKING

- Can put the volunteer in danger of a cycle of manipulation;
- Changes the perception of the volunteer by the population;
- Disrupts the program or service of the volunteer;
- Disrupts orderly operations of the facility;
- Creates dissent among the population; and
- Disrupts the order and control through behavioral problems.

PROHIBITED PROPERTY

- Many ordinary objects brought in by a volunteer are considered prohibited property if in the possession of the population.
- Prohibited property is any property item that:
 - Is not specifically permitted by Department policy and administrative procedure or by the Warden of a specific facility
 - Exceeds established limits
 - Is misused or is used in a manner other than has been approved by the Warden or their designee
 - Is in the possession of an unauthorized person



PROHIBITED PROPERTY

Examples of Prohibited Property are any items that, in excess, cause clutter:

- Personal clothing
- Personal mail
- Garbage
- Personal papers
- Personal property
- Games, newspapers, gum, etc.



CONTRABAND



- Defined as “an item, the possession of which is in violation of State or Federal Statute.”
- These items can bring about criminal penalties if trafficked into a facility.
- Contraband enters a correctional facility in various ways: through improper searches, through the mail, it may be manufactured, or it may be brought in by a member of the correctional staff, a visitor, or a volunteer.

USE OF PHYSICAL FORCE

The Indiana Department of Correction defines physical force as “any contact other than incidental bodily contact between staff and offenders.” Force is not to be used as a means of punishment or reprisal toward someone incarcerated. Staff is to use the minimal degree of physical force necessary to maintain the custody, control, safety, and security of the situation.

USE OF PHYSICAL FORCE

As a volunteer you must remember that any time you enter a facility, you enter an environment that has the potential for danger. Although you are a volunteer, there is still the possibility that you may observe the use of force while at the facility or need to request assistance that may lead to the use of physical force.

USE OF PHYSICAL FORCE

While volunteers may defend themselves, volunteers should never use physical force.

If you are in an area in which physical force is being used:

- Move a safe distance away from the area
- Request and submit a “Use of Force” form to your program supervisor or the custody supervisor (required of all who witness the use of physical force)
- Do not discuss the incident with the population

LIABILITY

Volunteers shall enter Department facilities only for scheduled activities/services and at their own risk. They shall accept responsibility for any bodily injury, death or property damage caused by their negligence while service at the facility. Volunteers understand they are volunteering in a potentially hazardous environment and that includes being taken hostage or injured.

LIABILITY

As volunteers, you recognize that the safety and security of the facility is the number one priority for Staff.

By volunteering, you agree that you are healthy enough to work in a potentially hazardous and dangerous environment.

By volunteering, you agree that the Warden has the right to refuse any volunteer who poses a threat to their facility's safety and security.

A volunteer can be terminated at any time for any reason.

EMERGENCY SERVICES



Emergency services may be provided to those who are volunteering at a facility in accordance with Policy 04-06-103, “The Development, Implementation and Review of Service Programs”.

- Volunteers are offered the required TB tests free of charge through the facility.
- Volunteers are offered first aid treatment for minor injuries at the facility.
- Volunteers that require emergency medical services will be stabilized for transfer or referral to an off-site provider.

EMERGENCY SITUATIONS

In emergency situations, emergency procedures must be implemented to maximize uniformity of staff response and minimize threats to staff and the population alike. This response can ensure the protection of the public against hostile behavior by containing the action within the confines of the institution.

During emergency situations the security of the facility overrides all considerations and all non-essential activities will be halted.

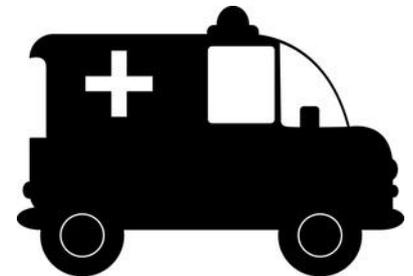
EMERGENCY SITUATIONS

Although there are contingency plans designed for adequate response to emergency situations, there may be circumstances when you, as a volunteer, may be witness to an emergency.

The following is a list of emergency situations and suggested actions based on each type.

MEDICAL EMERGENCY

1. Summon staff.
2. Instruct people away from the immediate area.
3. Remain with them until a staff member arrives.



HOSTILE SITUATION

1. Talk calmly and avoid being argumentative.
2. Signal a staff person for assistance.
3. If you are alone, maneuver yourself into the visual or hearing range of a staff member.

STAY CALM

FIGHT

1. Summon staff.
2. Do NOT put yourself between them.
3. Stay clear of the altercation and do NOT try to break up the fight.
4. Tell them firmly to stop.
5. Await the arrival of staff.
6. Follow staff direction.

RIOT/DISTURBANCE

1. Do not intervene.
2. Remain where you are or, if possible, find cover.
3. If a telephone is available, contact staff to notify them of your location.
4. Await the arrival of staff.

FIRE



There are fire escape plans posted in all areas of the institution. Locate one and familiarize yourself with appropriate escape route and emergency telephone numbers for the facility.

In case of fire:

1. Remove yourself and others from the area following posted escape routes.
2. Pull the fire alarm nearest the emergency if one is available.
3. Call the emergency number for reporting a fire.

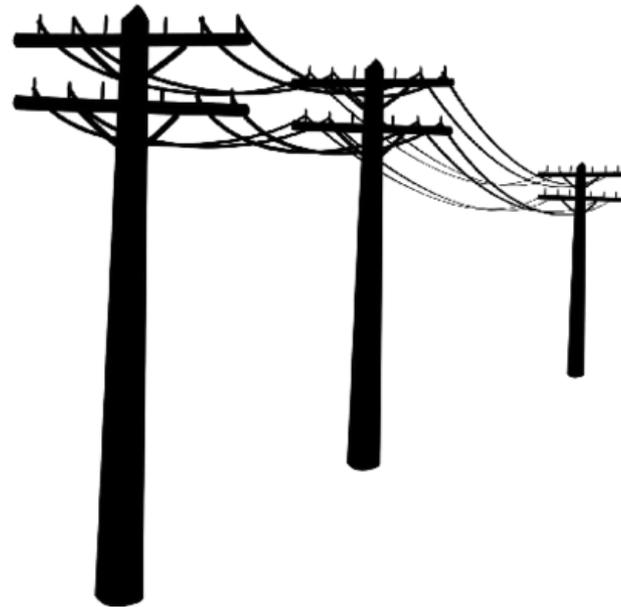
NATURAL DISASTER



1. Maintain control of anyone who may be under your supervision. Take your sign in sheets with you, count, and verify by checking IDs.
2. Follow staff directions at all times.
3. Report any damage, emergency, medical needs, etc., to staff immediately.

UTILITY FAILURE

1. Report failure to staff, including any damage resulting from the failure.
2. Follow staff directions.



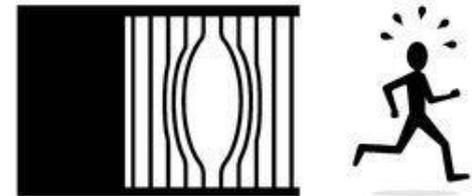
EVACUATION

1. Follow staff directions in ALL cases.
2. Secure any personal or state-owned property that you are responsible for.

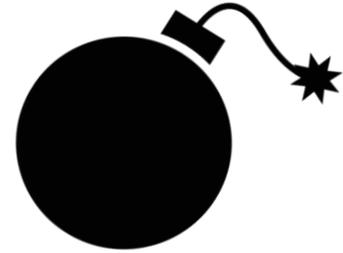


ESCAPE RESPONSE

1. While you have no specific duties during an escape response, you do have a duty to report any suspected activity that may indicate an escape is occurring or information that leads you to believe an escape is being planned.
2. As always, follow staff direction.



EXPLOSIVE DEVICE



1. In the event you locate an item that appears to be an explosive device, notify the nearest staff member by word of mouth.
2. If made aware of an explosive device by phone, DO NOT hang up the phone.
3. DO NOT UNDER ANY CIRCUMSTANCES TOUCH OR DISTURB THE ITEM IN QUESTION.

WORST CASE SCENARIO

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Romando Dixon, rdixon@greenvillenews.com Published 2:55 p.m. ET April 11, 2016 | Updated 10:28 p.m. ET April 11, 2016

HOSTAGE SITUATION

- Hostage situations are extremely rare.
- Volunteers involved in a hostage situation are even more rare.
- However, the fact that it is possible means you must be familiar with the necessary actions that you would need to take in such a situation.

HOSTAGE SITUATION

Listed below are the essential guidelines to follow.

1. Don't be a hero. Be cautious. Staff are trained to respond to these types of situations.
2. Remain calm and do not attempt to make eye contact with hostage-takers.
3. Be cooperative and obey the hostage-takers demands. Failure to cooperate increases the potential for violence.
4. Look for a protected place to dive or roll if either authorities or offenders attempt to assault the area.

HOSTAGE SITUATION

5. Keep a low profile. Avoid the appearance of observing crimes that hostage-takers commit.
6. Do not make threats against hostage-takers or give any indication that you would testify against them.
7. Use your own good judgment. It may be wise not to be reluctant to give up your identification or clothing to avoid physical resistance. In the event of sexual attack, trust your judgment. You may choose to offer verbal and physical resistance. **DO NOT RISK YOUR LIFE.**

HOSTAGE SITUATION

8. As a result of the stress of a hostage situation, you may experience fatigue. Try to drink water and eat, even if you are not hungry.
9. If your captors want to talk, act neutral, and be a good listener.
10. Even though you must appear disinterested while being held hostage, observe all that you can. Ensure that you are thoroughly debriefed and make your own notes after you are released.

REMEMBER

- Volunteers have an overwhelmingly positive experience and overall the population value their services tremendously.
- Staff must always know who is in the facility so they can take the necessary steps in the event of an emergency.
- Although emergency situations are rare, it is important to be aware of the possibility.
- Never forget that you are in a correctional facility which has the potential to be unpredictable and dangerous.

CONGRATULATIONS!

You have completed the eLearning Training Module:

Safety and Security

If you have any questions,
please contact your Community Engagement Coordinator.

